Annex 2 FLOW CHART FOR ADMISSION OF A PUPIL THROUGH FAIR ACCESS

In-year application received by AFC

AFC admissions officer assesses application as Fair Access

Admissions officer passes to AFC Fair Access Officer (FAO) who determines case meets criteria

FAO meets family and gathers supporting information from previous school and multi agencies

FAO compiles FAP1 report, emails Head teachers before Panel making clear parental/child school preferences. All appropriate schools are eligible for allocation. DFE and AFC data sets will be used to support allocation decision e.g. distance to school, existing FA allocations, no of PEX's.

Is the preferred school willing to admit the applicant?

YES

School admits applicant

FAO advises Panel by email, records the allocation, and asks for pupil update from the school at next FAP

NO

FAIR ACCESS PANEL DECISION REQUIRED

FAO presents case at next FAP, whilst also providing existing allocation data/MMoves/PEX

Appropriate schools are discussed as equitable allocation, school comes forward, or all appropriate schools are subject to voting process. Quorate of 6 schools is minimum required, Ind Chair and FAO do not vote

The allocated school either admits the child within 5 days unless the Panel has agreed a later start date in order for appropriate support to be put in place, or if an Academy refusing, asks the Ind Chair to refer the case to the Secretary of State in order to "Direct"

Has the Panel given in principle funding to help support the child's integration into the school?

YES

School submits funding proforma to FAO for approval by Panel and Ind Chair

NO

School manages integration from own resources but can discuss student at future FAP if experiencing problems

School monitors progress of child and impact of funding and provides updates to and with the FAO at future FAP meetings